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OFFICE OF TRAINING

OPERATIONS SCHOOL

Headquarters Training

RECORDS OFFICERS COURSE NO. 29 (ROC)


16 - 20 November 1964

Room 1A-07 Headquarters

STUDENT OBJECTIVES

1. To learn the role that records play in the discharge by the Agency of the responsibilities inherent in the Agency's mission.
2. To gain an appreciation of records and proper records management in the successful performance of the Agency's mission.
3. To understand the inter-relationships between the CS mission and records and to sharpen judgment in the handling and disposition of records.

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Chief Instructor
Ext. 2141

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DOC	1	REV DATE	1-2-82	BY	6199
ORIG COMP		OPI	11	TYPE	01
ORIG CLASS	5	PAGES	4	REV REAS	C
JUST	22	NEXT REV	2012	BY	HR7052

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Group I
Excluded from automatic
downgrading and
declassification

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Monday, 16 November 1964

0830 - 0900 Registration and Administration

0900 - 0930 CS Mission and Records

0940 - 1110 The Records Officer and His
Responsibilities

1120 - 1300 Records Terminology

Tuesday, 17 November 1964

0830 - 0900 Reading

0900 - 1000 Interagency Source Register (ISR)

1010 - 1100 Review, Analysis, Classification

1110 - 1220 The 201 System

1230 - 1300 Sensitive Documents

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Wednesday, 18 November 1964*

0830 - 0900	Reading
0900 - 1050	RID Responsibilities in the Records System
1100 - 1300	Destruction Procedures and RO Responsibilities

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Thursday, 19 November 1964

0830 - 0900	Reading - Submit Questions for Question and Answer Period on Friday
0900 - 1150	Handling of Records at the Headquarters Desk, Including Destruction
1200 - 1300	Introduction to Practical Exercises

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Friday, 20 November 1964

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0830 - 1030 Practical Exercise - Destruction

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1040 - 1130 

1140 - 1230 Question and Answer Period - Panel

1230 - 1300 Final Administration

*Students who have not taken the RID Tour are required to do so on Wednesday, 18 November 1964. The tour will be conducted from 1400-1600 hours and will start from this classroom promptly at 1400.

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